

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

27 March 2013

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-037**

**POSITION:** Human Resources Specialist (Human Resources Development) (D1043000) (GS-0201-07/09) EXCEPTED POSITION

**LOCATION:** Human Resources Office, Camp Keyes, Augusta, Maine

**SALARY RANGE:**

\$38,790 to \$50,431 per annum **GS-07**

\$47,448 to \$61,678 per annum **GS-09**

**CLOSING DATE:** 10 April 2013

**AREA OF CONSIDERATION:** First consideration will be given to all qualified permanent and indefinite Maine Army National Guard Warrant Officer and Enlisted Technicians who apply. In the event there is no selection from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Army National Guard Warrant Officer and Enlisted personnel who apply.

**PERMANENT CHANGE OF STATION (PCS):** PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

**DUTIES:** See attached duties and responsibilities.

**QUALIFICATIONS:** This position may be filled at the GS-07 or GS-09 grade. If filled at the GS-07 grade, the individual selected may be promoted to GS-09 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show that they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, and/or training which provided the applicant with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

**SPECIALIZED EXPERIENCE:** Must have twelve (12) months for GS-07 or twenty four (24) months for GS-09 experience which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

### **GS-07**

1. Knowledge of employee development principals to present established course materials.
2. Skill in interpreting guides and using sound judgment in completing actions and in resolving issues.
3. Ability to research records, identifying trends and patterns, and/or review of technical reference material in order to resolve problems or controversies.
4. Ability to communicate both orally and in writing.
5. Skill in interpreting and analyzing regulations, policies, and procedures relating to Human Resources specialties.

### **GS-09**

1. Knowledge of, and skill in applying basic principles, practices, laws and regulations of human resource development.
2. Ability to conduct training surveys and analyze the information and data obtained in order to anticipate human resource development and training needs.
3. Ability to work closely with other HRO specialists for the purpose of interacting and resolving specific human resource issues.
4. Ability to positively interact with all levels of management and labor unions in the delivery of human resource development services.
5. Knowledge of the different philosophies and structure of both Maine Air National Guard and Maine Army National Guard and the relationship of training the assigned missions.

**COMPATIBILITY CRITERIA:** Warrant: 420A  
Enlisted 42A, 44C

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of the work of the position (i.e., management, business administration, human resources, etc.) **Must provide a copy of transcript to receive substitution of education.**

**HOW TO APPLY:** Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the

TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA". Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: [ng.me.mearng.list.hro-applications@mail.mil](mailto:ng.me.mearng.list.hro-applications@mail.mil)

**APPOINTMENT:** Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY  
MSG, MEARNG  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

25.

DUTIES:

This position is located in a state Human Resources Office that has responsibility for servicing both Army and Air National Guard full-time personnel. The purpose of the position is to provide Human Resource Development services, including planning and evaluating programs designed to develop employees and manage learning, to Army and Air National Guard Technicians within the state. Ensures program is in compliance with National Guard Bureau, Department of Defense (DoD), Office of Personnel Management (OPM) guidelines, policies, regulations and statutory requirements. Accomplishes work through the use of a variety of automated systems and programs.

This position is intended for Warrant Officer incumbency. This assignment determination is based on the description of duties outlined in AR 611-21, paragraph 8-65. Military Occupational Specialty 420A – Military Personnel Technician.

--Provides advice and assistance to technicians, supervisors, and managers on identifying training needs, training opportunities, and sources of needed training. Provides guidance to supervisors in planning job-related career development activities for technicians. Advises technicians on self-development activities and explains eligibility requirements and regulatory requirements. Ensures that local course opportunities and resources are fully publicized.

--Conducts surveys of training needs, analyzes the information obtained, and submits recommendations. Assist in updating the state training plan. Monitors on-the-job training of employees by reviewing training reports submitted by supervisors and trainees. Conducts continuing analysis and evaluation of training program effectiveness in meeting training and career development goals to ensure that employees receive the needed training. Evaluation may involve a study of funds usage and technician progression over a long period of time or may be a short term statistical analyses using annual automated data input of annual reports. Ensures technicians and supervisors complete training evaluations. Analyzes training evaluations and makes recommendations on future schools and courses to meet training needs.

--Provides advice on technician training issues related to program requirements to successfully accomplish the state National Guard mission. Answers inquiries about available training, and clarifies eligibility requirement and application procedures.

--Assists other units in planning and conducting in-house training and ensures proper training documentation is utilized for technician training credit. Assists supervisors in the development of Individual Development Plans.

--Performs other duties as assigned